

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3420

TITLE: LIBRARIAN III

GRADE: S-24

DEFINITION:

Under direction, to perform responsible professional library work as the head librarian of a community branch library or assistant head librarian in a regional facility; to supervise other professionals performing responsible technical activities; and to do related work as required.

DISTINGUISHING CHARACTERISTIC:

Significant supervisory responsibility over subordinate professional librarians is a major characteristic of the Librarian III class.

TYPICAL TASKS:

Plans, organizes and directs the services and activities of a community branch library;
Develops and implements branch goals, annual budget, collection development and community relations programs;
Identifies staff development needs and directs in-branch training programs;
Assigns, supervises and schedules activities of subordinate staff;
Evaluates and counsels employees;
Interviews and selects subordinate staff;
Interprets Library policy to staff and general public;
Insures maintenance of facility;
Advises and confers with regional manager on problems, workload requirements, allocation of staff, etc.;
Assists regional manager in identification and development of long-range goals;
Prepares monthly statistics and special reports;
Prepares reports on problems and recommends solutions;
Serves as assistant head librarian of a regional facility and acts in his/her absence;
Coordinates information services and training for regional staff;
Assists regional librarian in planning and scheduling workloads and in the establishment, implementation and review of policies and procedures;
Assigns and supervises the technical work of professional and non-professional staff in a large technical unit;
Supervises and participates in the cataloging of all materials, determining priorities and assigning workloads;
Acts for Program Coordinator in his/her absence;
Advises and instructs staff on technical policies and techniques.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of administration and professional library science;
Knowledge of reference sources and material;
Knowledge of statistics and budget preparation;

Ability to plan and schedule workloads;
Ability to direct and supervise subordinate personnel;
Ability to set goals and objectives;
Ability to promote interest in library services;
Ability to speak and write effectively;
Ability to prepare a variety of reports;
Ability to establish and maintain effective working relationships with professional and clerical staff and with the general public.

EMPLOYMENT STANDARDS:

Graduation from college with a Master's degree from an accredited library school and two years of professional library experience, including one year in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENT:

Certificate issued by the Virginia State Board for the Certification of Librarians is required within three (3) months of hire date.

REVISED: December 23, 2004

REVISED: October 25, 1982